DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C861

Page 1

A	gency	

Washington County

Division/Unit Airport

Item No	Description		Retention
1 .	Invoices/payables, statements, P.O. Billing files -contains but not limited to: receipts log, yellow fintickets, commission statements, correspondence, in hanger inspection forms Budget/revenue reports - computer generated -contains but not limited to: capital projects funding expenditure transaction reports, revenue transaction budget balance report, general ledger, trial balance, report, final budget report	yoices, T g detail, n reports,	Retain for three (3) years and until all audit requirements have been met, then destroy.
2	Engineering drawings/plats: airport property plans, plan, runway and hanger plans	master	Permanent. Transfer periodically to the MD. State Archives.
3	Service agreements/maintenance contracts: corresp brochures, part manuals, work orders, instruction b requisitions, statements		Retain for life of contract plus five (5) years, then destroy
4	Capital improvement project files/budget: budget reports, project request forms		Retain until project is completed plus ten (10) years and until all audit requirements have been fulfilled, then destroy.
	Minutes of airport commissions meetings: minutes, budget documents, long range plans, correspondence		Permanent. Transfer periodically to the MD State Archives
———Approved	by Department, Agency or Division Representative	Schedule	Authorized by State Archivist
Date	June 21, 1999	Date	JUL 2 0 1999

Approved by Department, Agency of Division Representative		
Date	June 21, 1999	
Signature	Jan C. Bither	
Type Name	Joni L. Bittner	
Title	County Clerk	

Date

Signature Shoul C. Squerfur

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

Schedule No.	C	86	/
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Page 2 of 2

Item No	Description	Retention
6	Equipment maintenance files -contains but not limited to: daily field condition reports, equipment maintenance records, parts and instruction manuals, specifications, correspondence, vehicle inspection reports	Retain for life of equipment plus three (3) years, then destroy
7	Administration/safety files -contains but not limited to: lighting, paints, safety requirements for power equipment, wind cones, deicing, airport security, runway light markers, correspondence, drawings Employee safety/fire and rescue training -contains but not limited to: safety policies, employee training, driver training, safety equipment information, brochures, correspondence, training schedules, forms	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
8	General files -contains but not limited to: correspondence, EEOC information, airport statistics, brochures, appraisal reports, sales agreements, news articles, presentations, magazines, business directories	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
9	Grants -contains but not limited to: agreements, application for federal assistance, correspondence, request for reimbursement, description of property, grant payment record, specifications, invitations to bid, addendum, site drawings	Retain for five (5) years after close of grant and until all audit requirements have been fulfilled, then destroy.

1. DEPARTMENTIAGENCY 2. DIVISION ARECORD SERIES TITLE A. RECORD SERIES DESCRIPTION (Briefly describe the types of information/docum Physical Arecords 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES FORMAT(S) 9. Leter Size 1. Microfilm 1. Legal Size 1. Computer Tace 1. Record Series Formation (Briefly Disk 1. Record Series Formation) 2. Division 4. Record Series Formation (Briefly describe the types of information/docum 4. Record Series Formation (Briefly describe the types of information/docum 4. Record Series Formation (Briefly describe the types of information/docum 4. Record Series Formation (Briefly describe the types of information/docum 5. Record Series Formation (Briefly describe the types of information/docum 6. Record Series Formation (Briefly describe the types of information/docum 7. Record Series Formation (Briefly describe the types of information/docum 7. Record Series Formation (Briefly describe the types of information/docum 8. Record Series Formation (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information/docum 9. Applied The Types of Information (Briefly describe the types of information (Briefly describe the types of info	ents/forms found in the Series Included Property	5. EARLIEST YEAR / LATETEST YEAR 1997 TO CIVINENT the purpose or function of the Series)	
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13. CURRENT LOCATION(S) (Bidg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes specify agency or office)		RE? (If yes specify agency or office)	
A) Kford - Yes	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s) 16. AUDIT RE	16. AUDIT REQUIREMENTS		
C Yes □ No □ None	□ None □ State □ Fegeral □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes explain briefly and downbe any hardware/software) 18. RECOMMINISTRATION OF THE PROPERTY	NOED RETENTION RETAIN All Audit Ful Filled	Wfor 3 years And Reguirements Have THEN DESTroy.	
19. NAME AND TITLE OF PREPARER 20. TELEPHO	, , , , , , , , , , , , , , , , , , , 	1	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	AGENCY RECORDS (IVEVIOR) PageO	
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT	
Washington Co.	HIRPORT		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes	
4. RECORD SERIES TITLE BILLING FIRES	•	5. EARLIEST YEAR / LATETEST YEAR 1977 TO CUNYERS	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)	
CONSISTS OF BUT NO Yellow FINANCE TICK Correspondence. Forms.	et suited To: P Lets. Commission 10 Vaices. THA	receipts Logi enstratements.	
7. RECORD SERIES FORMATIS)	B. RECORD SERIES SEQUENCE	9. VOLUME	
O Coter Size O Microtilm	4 Alphabeticai	TFile Drawer(s) O Microfilm Reel (s)	
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
□ Daily □ Weekly □ Monthly	Month(s)		
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
FIRPORT - No			
15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s)			
C Yes D No	L: Yes		
17. IS AN INDEX SYSTEM USED? (If yes explain orielly and domain and domain and hardware/software) 18. RECOMMENDED RETENTION			
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY		
SCHEDULE (DGS 550-1)	7775 WATERLOO ROAD PO BOX 275 - JESSUP MARYLANO 20794	Page OI		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
WAShING TON CO	AIRPORT			
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
Budget / Revenue	eports	1996 to CUTTERT		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)		
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but Not LIMITED 12.	MADIALIO	- ROVENSUR		
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Report, FINAL BUIL	ner Report			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)		
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HIRPORT ONO		O No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
C: Yes O No				
17. IS AH INDEX SYSTEM USED? (If yes, explain briefly and contribe any hardware/software)	18. RECOMMENDED RETENTION			
:: 'es				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES ARECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	PO. BOX 275 - JESSUP MARYLAND 20794	Page Oracle	
1. DEPARTMENTIAGENCY WASHINGTON CD.	2. DIVISION · AIRFORT	3. UNIT	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE ENGINERI	Ring Drawings	5. EARLIEST YEAR / LATETEST YEAR	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of HIRPOTT Property + HANGER PLANS	information/documents/forms found in the Series Include MASTE	the purpose or function of the Series)	
7. RECORD SERIES FORMAT(S) □ Letter Size □ Microfilm □ Legal Size □ Computer Face □ Bound Book □ Floppy Disk	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological	9. VOLUME O File Drawer(s) O Microfilm Reel (s) Computer face (s: Other (Specify) Number OUT TO	
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13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
AIRPORT	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
C Yes	☐ None ☐ State ☐ Federal ☐ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and dimbible any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and dimbible any hardware/software)	18. RECOMMENDED RETENTION RETAIN FOR LIFE OF FRONT TY, Plus I YEAR, Than		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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MSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY			
	PO BOX 275 - JESSUP MARYLAND 20794	PageOr			
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT			
WAShINGTON CO.	HKPORT				
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes			
4. RECORD SERIES TITLE SCIVICE PA	reements/	5. EARLIEST YEAR / LATETEST YEAR			
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)			
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME			
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER				
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13. CURRENT LOCATION(S) (Bidg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (II yes, specify agency or office)				
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15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS				
C Yes	□ None □ State □ Federal □ Independent				
17. IS AN INDEX SYSTEM USED? (If yes, explain priefly and compute any hardware/software)	18. RECOMMENDED RETENTION BETAIN FOR LIFE OF				
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	DESTroy.	-//			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD	ACENCY RESCORDS (INVENTED AS A SAME A SAME AS A SAME AS A SAME AS A SAME AS A SAME	
	PO BOX 275 - JESSUP MARYLAND 20794	PageOf	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
Washington Co.	ANDON		
DEFINITION - Records Series - A group of related reco	rds normally filed and used 2s a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE CAPITAL IM PROVECT FIRES	Provenerot [Budget	5. EARLIEST YEAR / LATETEST YEAR 1983 TO CHITTEET	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)	
Budget Reports; Pr New gro ject Reyn	rovect Request	formstolescribe	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
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	DATE	Computer Tabe(s) Other (Specify)	
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Deekly Denthly	Month(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)			
	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
C Yes a No	□ None □ State □ F	ederal G Independent	
17. IS AN INDEX SYSTEM USED? (If yes explain orielly and	18. RECOMMENDED RETENTION RETAIN	UNTIL Provent 15,	
dintribe any hardware/software)	completed plus 10 years And with		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Or	
1. DEPARTMENTIAGENCY WAShington Co	2. DIVISION · AIBPORT	3. UNIT	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE Mee,	TINGS	5. EARLIEST YEAR / LATETEST YEAR	
MINITES OF Artor	T COMMISSIONS	1997 TOCUTERS	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)	
Minutes of Commission Meetings; Includes Minutes Budget documents; Longhauge flans; Corresponden			
,	,		
7. RECORD SERIES-FORMAT(S)	8 RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)	
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i gran.	<u> </u>	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
□ Daily □ Weekly □ Monthly			
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
HIRPORT	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
C Yes O No	□ None □ State □ Fo	ederal 🗆 Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain orielly and denue any hardware/software)	18. RECOMMENDED RETENTION PERMANENT, TRANSFER PETTOS ICALLY TO THE MASTATE		
:7 'es G No	AKCHIVES.	14e Ma. 5/47e	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIO RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DOS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7715 VATERLOO ROAD PO. BOX 215 - JESSUP, MARYLAND, 70724	AGENCY PECOND UNIVERSITY		
1. DEPARTMENTIAGENCY WASHINGTON CO.	2. DIVISION HIRIBAT	3. UNIT		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
Equipment Main	T. Files	5. EARLIEST YEAR / LATETEST YEAR 1992 ACCUST SUTT		
CONTRIOS, but Limited 10. DAILY Freld Constition Reports. Equipment MAINT. Records PARTS + INSTRUCTION MANNEY Specifications. Contespondence, Vertical Inspection Reports.				
7. RECORD SERIES PORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s) C) Mereldin Deel (s) C) Computer Time (s) C) Other (Specify)		
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O Daily O Weekly O Monthly		Month(s) O Year(s)		
11. CURRENT LOCATION(S) (Bidg. Floor, Room) HIRPORT-MAINTER	14. IS RECORD SERIES DUPLICATED FLISEWHERE? (If yes, specify agency or office) O Yes			
15. ACCESS RESTRICTIONS (II yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
t: Yes D ;No	O None O State O F	eastal to Indecember!		
17. IS All INDEX SYSTEM USED? (If yes, exciain orielly and dintribe any hardware/software) 17. IS All INDEX SYSTEM USED? (If yes, exciain orielly and dintribe any hardware/software)	18. RECOMMENDED RETENTION REPAIR EGUIPMENT PH HOEN DESTIN	NFORLIFEEF 153 YEARS,		
19. HAVE AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	Page O/	
	P.O. BOX 275 - JESSUP MARYLAND 20794	Page Of All Page	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
WASHING TON CO	AIRTON		
DEFINITION Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retendon and disposition purposes.	
4. RECORD SERIES TITLE	/	5. EARLIEST YEAR / LATETEST YEAR	
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERVES SEQUENCE	9. VOLUME G File Drawer(s) O Mescella Book (s)	
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11. FILE IS USED	Weekly		
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
AIRPORT-MAINT, Blogg	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
· C Yes D No	□ None □ State □ Federal □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and demonde any hardware/software)	18. RECOMMENDED RETENTION		
77 'es	use General tiles Retention		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	PO BOX 275 - JESSUP MARYLAND 20794	PageOI	
1. DEPARTMENT/AGENCY	2. DIVISION AITPORT	3. UNIT	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE EMPloyee SAFETY/FIRE + 5. EAS		5. EARLIEST YEAR / LATETEST YEAR	
RECUB TRAINING			
6. RECORD SERIES DESCRIPTION (Briefly describe the lyces of	information/documents/forms found in the Series Include	the purpose or function of the Series)	
CONTAINS, GUT Not 2	suited 10; SAFE	2/4/0/10/25	
Fmolouge Trans	wg DRIVET IR	ANNING.	
	7/12/5-MATIO	me Broke burgs	
SHETY E GUIPINE	m) hojo min		
CONTESPONDENC	e'TRAIDINGSCI	hedus forms.	
over		· ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s) Newton Perlant	
Microfilm	e Alphabelicai	Microfilm Reel (s) Computer Tace (s:	
O Legal Size O Computer Table	© Numerical	O Ciher (Specily)	
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number Cill-F7	
□ Audo Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (\$)	
Other (Specify)	□ Other (Specify)	□ Microfilm Reel (s) □ Computer Tape(s) □ Other (Specific)	
		Other (Specify)	
44 505 10 1050	42 CUE DECOMES MACTIVE ACTED	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
AIRPORT	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)			
t: Yes D No D None D State D Federal D Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and denote any hardware/software)	18. RECOMMENDED RETENTION		
:7 'es C No			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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AN Employee TRANSING INFORMATION IS PUT IN Employee fer sound File (Human Resources)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	VASOUBLY RECORDS INVENTORY		
Schebbre (nas 330-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page O		
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT		
WAShington Co.	AIRPORT			
DEFINITION - Records Series - A group of related recor	ds normally filed and used 25 a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE GENERAL F	Thes	5. EARLIEST YEAR / LATETEST YEAR TO CANTESOT		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)		
CONSISTS OF, but Not LIMITED TO, CORRESPONDENCE, EEOC INFORMATION, AIRPORT STATISTICS,				
Diochures, AppRAISAL Reports, SALES Agreements, News ARTICLES; PRESENTATIONS, MAGAZINES, BUSINESS DIRECTOTIES - (over)				
7. RECORD SERIES FORMATIS	8. RECORD SERIES SEQUENCE	9. VOLUME Prile Drawer(s)		
Ceffer Size O Microtilm	a Alphabeticai	Microfilm Reel (s) Computer Tace (s:		
Legal Size Computer Face	© Numerical	Cther (Specify)		
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CW, Fly		
Audo Tape O Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION D File Drawer (5)		
□ Other (Specify)	Other (Specify)	Microfilm Reel (s) Computer Tabe(s) Other (Specify)		
		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
🗆 Daily 🗆 Weekly 🗀 Monthly				
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
ARPORT	□ Yes □ No			
15. ACCESS RESTRICTIONS (If yes cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
c: Yes a No	□ None □ State □ Federal □ Independent			
17. IS AH INDEX SYSTEM USED? (If yes explain prietly and denote any hardware/software) 17. IS AH INDEX SYSTEM USED? (If yes explain prietly and denote any hardware/software)	18. RECOMMENDED RETENTION Use Greveral Files RETENTION			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

Records from the sale of the Hirport From the City of Hagestown to Wast. Co.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	ACENCY RECORDS INVENTORY	
	PO BOX 275 - JESSUP MARYLAND 20794	PageOr	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
WAShington Co.	AIRPORT		
DEFINITION Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
GRANTS		1957 to CUNERDY	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)	
CONSISTS OF BUT K	of fynnited lo:	HARREMENTS;	
Applications for	-Federal Ass.	STANCE-	
Correspondence	Keguest for	Hemburance,	
DESCRIPTION OF	Hoperty, Takk	ANI THYMEN)	
Record; Specifications: INTATIONS TO BEL;			
Allerdum: Site depiciones;			
7. RECORD SERIES FORMAT(S)	B. RECORD SERIES SEQUENCE	9. VOLUME	
Selecter Size	Alphabelicai	File Orawer(s) Microfilm Reel (s)	
□ Legal Size □ Computer Face	© Numerical	Computer Tace (s: Other (Specify)	
Bound Book Floppy Disk	Chronolog:cal	Number CU, FJ.	
□ Audo Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)	
- Other (Specify)	Other (Specify)	□ Microfilm Reel (s) □ Computer Tabe(s)	
-		Other (Specify)	
in the second		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
□ Daily □ Weekly □ Monthly			
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
Anglar	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
C Yes	□ None □ State □ Federal □ Independent		
17. IS All INDEX SYSTEM USED? (If yes, exciain oneity and	18. RECOMMENDED RETENTION RETAIN FOR 5 YEARS AFTER		
Generate any hardware/software) Generate any hardware/software) Mo	Close OF TOTANT AND UNTIL All AUDIT REGILITEMENTS HAVE been		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
	Fulfilled Then	DESTROY	

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